

Public Service Activities

Maximum Award: \$500,000

**Funding for Operating Costs of Public Services
Being Operated Within Public Facilities,
Including Labor, Supplies, Materials, etc.**

2013 CDBG APPLICATION

Public Services Activity – Instructions

PLEASE NOTE: If multiple Public Service (PS) activities are being proposed, please complete and submit one full set of PS activity application forms for each service. No more than 3 PS activities/programs may be applied for in the entire application.

TABLE OF CONTENTS

Each activity section begins with an activity-specific Table of Contents, which:

- Provides the order in which each activity section must be organized and submitted.
- Provides a checklist to ensure that all required activity-specific documentation is included in the application.
- Must be completed and submitted as the first page of the activity-specific forms and documentation.
- Enter the applicant name in the space provided and use the drop down menus or space provided to indicate documentation and the corresponding pages in the application.

A. Activity Information:

1. **Is Any Program Income Being Committed to this Activity?** *Check the appropriate box. If “Yes”, indicate the amount of funding committed*

Has the Program Income been identified in the Public Participation process and approved in the application resolution? Check the appropriate box.

2. **What Type of Public Service will be Provided?** *Check the type of service that will be provided. For more in-depth descriptions of eligible activities, please refer to the information provided by HUD at: [HUD Guide to Eligible Activities](#) (Information on Public Services begins on page 2-53.)*

Note: Select **ONLY ONE** type of activity from the list. Each box is considered as separate service and must be applied for individually. If your service program components require you to check more than one box in the matrix you must apply for multiple services (up to a maximum of 3). For example; if your “Homeless Prevention Program” included 05J, 05K and 05Q, each of those matrix codes requires its’ own application since they will be entered into IDIS separately.

2013 CDBG APPLICATION

Public Services Activity – Instructions

Note on Code Enforcement:

- ✓ *This is not actually a Public Service Activity, it is a stand-alone activity.*
- ✓ To be eligible for Code Enforcement funding:
 - a) Code enforcement must only pay for the enforcement of state and/or local codes.
 - b) Code enforcement is eligible only in deteriorating or deteriorated areas where such enforcement, together with public or private improvements, rehabilitation, or services to be provided, may be expected to arrest the decline of the area.
 - c) Code enforcement cannot pay the costs of correcting code violations.

3. **Location of Site Where the Service will be Carried Out:** Indicate the specific location where the program will be carried out. *Check the appropriate box if the jurisdiction has site control of the location, or other means to implement the service (for example, a refrigerated truck for a Meals-on-Wheels program).* If applying for Code Enforcement, see note above regarding the location restrictions that apply.
4. **Description of Activity:** Provide a brief narrative description of the proposed activity. The narrative should include specific quantifiable information on who, what, when, where and how.
5. **Relocation Compliance for Proposed Service Activity?** Relocation may be triggered for code enforcement activities. Code enforcement may involve “red tagging” occupied buildings and forcing “persons” in those buildings to move. If this is the case, then persons being forced to move would be eligible for relocation benefits. *Check the box if code enforcement is being applied for in an area that could lead to eviction of persons from unsafe buildings.* If the answer is yes, then the grantee will need to address relocation compliance as part of meeting special conditions of the grant.

B. Need for Activity:

1. **Severity of Problem:** Answer questions a) through d) and complete the Need matrices. Attach appropriate supporting documentation under each need criteria.
 1. **What level of service is needed?**

2013 CDBG APPLICATION

Public Services Activity – Instructions

- ***If the service(s) being applied for are existing, and are to be increased or are existing but non-CDBG funding for the service has been decreased, and thus CDBG funding is being requested, the applicant must:***
 - i. *Be sure that federal funds are not supplanting any other state or local funding.*
 - ii. *Provide documented confirmation that supplanting is not occurring.*
- b) **How was the need for this activity determined?**
- c) **Availability of similar services.**
- d) **Problem(s) resulting if the service is not provided, continued or expanded.**

Failure to complete the Need Matrix may result in lower points under this section.

2. **Extent of Solution:** Explain how and to what extent the proposed activity will solve the problem (quantify).
3. **Third Party Documentation:** The Department will assess the relative need for the activity based on documentation demonstrating that: (1) a serious problem exists; (2) there is an unmet demand or need; and (3) the extent to which the service would solve the problem.
 - Use the “Public Services Need Documentation Matrix” to:
 - Document the severity of the problem;
 - Document the extent to which the service would solve the problem; and,
 - Provide additional supporting documentation.
 - Identify documentation pertaining to one of the three Need criteria and identify how they quantify the problem.

The most competitive applications will address a serious threat to the health, safety or well-being of the proposed beneficiaries. Applications with quantitative documentation of the problem will be more competitive. Such documentation could include, but not be limited to, waiting list information and data from government agencies. In rating and ranking the proposed activities, the Department will assign points based on the relative severity of problems among all applications.

2013 CDBG APPLICATION

Public Services Activity – Instructions

C. Benefit:

1. **Poverty (*Jurisdiction-wide Only*):** Fill in the jurisdiction Poverty percentage from **Appendix A**.
2. **Low/Mod Percentage and Service Area:** Will the proposed Public Services benefit the entire Jurisdiction, or will the Public Services primarily benefit a Specific Service Area of the Jurisdiction? Check the appropriate box and enter the percentage in the space provided.

For help in determining the service area see or **Appendix L**.

Failure to provide accurate, readable maps that show the exact Census Tract(s) and/or Block Group(s), or boundaries of the service area(s), with the application will result in no points being awarded under this section.

3. **Beneficiaries:** Who will benefit from this public service? Specify the type of beneficiaries and include supporting documentation.

Note: *Between the information provided under “Location of Service” in Section A #3 of this application, and “Beneficiaries” question above (Section C, #3), the service area and the low/mod or limited clientele benefit for the public service being applied for must be clearly be defined and properly documented in order to confirm the eligibility of the service.*

4. **Number of People Who Will Benefit:** Under each column, identify the proposed number of people who will benefit, by each specific income group.

D. Readiness:

An applicant can demonstrate an increased level of capacity by completing and documenting actions that make the proposed program more ready to proceed. Readiness must be directly related to a specific activity including, for example, properly procured program operator, or any other documentation that would support that the applicant is ready to proceed with the program or project.

1. **Program Readiness:** Indicate whether this is an on-going/existing Public Service or new Public Service. *Check the appropriate box.*
 - Existing CDBG Public Service in process now with executed Subrecipient Agreement or Service Contract; **or**,

2013 CDBG APPLICATION

Public Services Activity – Instructions

Existing CDBG Public Service with Jurisdiction having experienced In-House staff.

- New Program with executed Subrecipient Agreement or Service Contract; or,
New Program with Jurisdiction having experienced In-House staff;
- Existing CDBG Public Service Program with no executed Subrecipient Agreement or service contract.
- New Program with no Subrecipient Agreement or inexperienced In-House staff.

To Document the Answers Above:

- **In-House:**

- Include supporting documentation to show grantee staff experience.

Note: Full points under this criteria will be awarded only for inclusion of resumes and duty statements, that demonstrate capability or experience to administer CDBG funds for Public Services, and a jurisdictional “Responsibility Chart” (similar to an “Org Chart” or “Activity Flow Chart”) showing which staff members will work on CDBG duties and their specific responsibilities.

- **Subrecipient:**

- Provide a draft or executed subrecipient agreement.

Note: Full points under this criteria will be awarded only for inclusion of resumes and duty statements, that demonstrate capability or experience to administer CDBG funds for Public Services, and a jurisdictional “Responsibility Chart” (similar to an “Org Chart” or “Activity Flow Chart”) showing which staff members will work on CDBG duties and their specific responsibilities.

- **Procured (Contracted) Administrators:**

- Descriptions of experience administering CDBG grants for Public Service activities.
- If an administrator has already been procured, specify if procurement procedures were followed, per 24 CFR 85.36 and the CDBG Grant Management Manual Chapter 8.
- Indicate the procurement method used.

2013 CDBG APPLICATION

Public Services Activity – Instructions

Note: Full points under this criteria will be awarded only for inclusion of resumes and duty statements, that demonstrate capability or experience to administer CDBG funds for Public Services, and a jurisdictional “Responsibility Chart” (similar to an “Org Chart” or “Activity Flow Chart”) showing which staff members will work on CDBG duties and their specific responsibilities.

Note: Full procurement package will be reviewed by the Department as during the special conditions process.

- **Combination:**

If a combination of in-house staff and contracted outside staff will be used, describe and provide the documentation as noted above.

2. **Site Control or Means to Conduct the Service:** Check the appropriate box(es), submit the documentation required.

E. State Objectives:

Employment Training (05H), Resulting in Job Creation: The Department will review the Public Service application forms for point award.